



# *Employee Handbook*

City of Eugene

Making Eugene a safe, dynamic and livable community

<p style="text-align: center;"><b>City of Eugene</b>  <b>EMPLOYEE HANDBOOK</b>  <b>-TABLE OF CONTENTS-</b></p>
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*\*I understand that the City of Eugene reserves the right to modify this handbook, amend or terminate any policies, procedures or employee benefits whether or not described in this handbook at any time, with or without notice. Policies, procedures or employee benefits contained herein were adopted by the City of Eugene on or before May 1<sup>st</sup>, 2012 and supersede previous policy.*

<p style="text-align: center;"><b>City of Eugene</b> <b>EMPLOYEE HANDBOOK</b> <b>-WELCOME FROM THE EXECUTIVE LEADERS-</b></p>
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Congratulations! We are excited you have chosen to work at the City of Eugene.

By becoming a City of Eugene employee, you are joining an important group of well-respected, dedicated and talented employees. Our employees are an asset to the community as well as to the organization. We are known for our excellence and commitment to high-quality and efficient services that are responsive to the community's diverse and ever-changing needs. We help make Eugene one of the most livable communities in the country.

We ask our employees, regardless of their responsibilities, to take the collective mission of the City of Eugene organization to heart: "Making Eugene a safe, dynamic, and livable community."

As a City of Eugene employee, you will have the opportunity to perform quality work in your department, and to contribute to the success of the City organization as a whole. You will be supported and encouraged to enhance your personal growth while working with a dynamic variety of individuals from within and outside of the organization.

This employee handbook is a resource that will contribute to your success. It houses important information for you to review, such as:

- The core mission, values and code of conduct that guide our work.
- The City of Eugene organizational structure.
- The basic policies and procedures that provide the framework for our organization.

We look forward to a successful work relationship with you.

**Jon Ruiz**  
City Manager

**Sarah Medary**  
Asst. City Manager  
AIC Planning & Development Director

**Kristie Hammitt**  
Central Services Director

**Kurt Corey**  
Public Works Director

**Pete Kerns**  
Chief Police Dept.

**Randy Groves**  
Chief Fire Dept.

**Renee Grube**  
Library, Recreation,  
Cultural Services Director

**Glenn Klein**  
City Attorney

## What makes the City of Eugene work so well?

Our employees have a shared commitment to a variety of values and principles that guide our daily work. You will see these values and principles enacted in different ways throughout the organization. To really understand what drives the employees and the organization as a whole you need to know the core functions of our work. These functions include:

### Community Service

***We take pride in our work and are here to serve the community.***

As City of Eugene employees, we are committed to excellence, innovation, and professionalism in our work. We serve with dedication, care, respect and pride to make Eugene a safe, livable community with high quality, responsive, and accessible services.

### Quality of Life

***Our services help make Eugene a great place to live, work and play for everyone.***

City of Eugene services are an important part of creating, protecting and improving the quality of life in Eugene. With our wealth of outdoor recreation activities, thriving arts and entertainment scenes, a vibrant downtown and a world-class university, Eugene is frequently recognized as one of the most livable cities in the country. These amenities, combined with a solid infrastructure of roads, bike paths, parks, community centers, and libraries, and supported by a full network of business, housing, social and public safety services, make Eugene a welcoming place.

### Stewardship

***We honor the public's trust in us to responsibly manage the City's funds, assets and natural resources for the long-term benefit of the community.***

The City of Eugene is a responsible steward of the public funds, natural resources and physical assets entrusted to our care. We are accountable to the public to accomplish the most strategic, efficient, effective long-term use of those resources.

### Sustainability and Human Rights

***We work to integrate social equity, economic prosperity and environmental health in our decisions and actions.***

The City of Eugene believes sustainability means considering and balancing all three aspects of the triple bottom line – people, planet and prosperity – to address the community's present needs without compromising future generations. We work for a strong, vibrant and sustainable economy, a healthy environment, and social equity and human rights, so that every person has an opportunity to achieve a rewarding, healthy and secure life.

### Leadership and Collaboration

***We welcome collaboration to create a stronger community while providing leadership to stimulate community building and innovation.***

The City of Eugene ensures that community members, and business, government and non-profit partners are heard, involved and welcome to collaborate in the work of the City. Whether in leadership, partnership, advocacy or support roles, we are committed to bringing people together for common cause and purpose.

<p style="text-align: center;"><b>City of Eugene</b> <b>EMPLOYEE HANDBOOK</b> <b>-MISSION, VALUES, CODE OF CONDUCT-</b></p>
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**MISSION STATEMENT**

Making Eugene a safe, dynamic and livable community.

**VALUES AND OPERATING PRINCIPLES**

We value:

- service to our customers and the community, being responsive to their changing needs.
- fairness, integrity, trust, honesty, and communication that is open, accurate, and respectful.
- creativity in our work and seek opportunities for innovation and vision.
- personal, professional, and organizational accountability.
- unique abilities and talents, the diverse perspectives that each individual bring to this or her job, and the richness that results.
- the opportunities for meaningful, high quality work and the challenge our work presents.
- respect, collaboration and teamwork in relationships with our fellow employees.
- the commitment to making our work environment safe, supportive, fulfilling and enjoyable.

## **CODE OF CONDUCT**

The City of Eugene has adopted a code of conduct to establish guidelines for City employees and volunteers in the performance of City business. As an integral part of a team dedicated to delivering quality service to the public, each City employee shall accept certain responsibilities, adhere to accepted business principles, and foster the highest standards for personal integrity and honesty in carrying out his/her public duties, recognizing that the public interest must always be the primary concern.

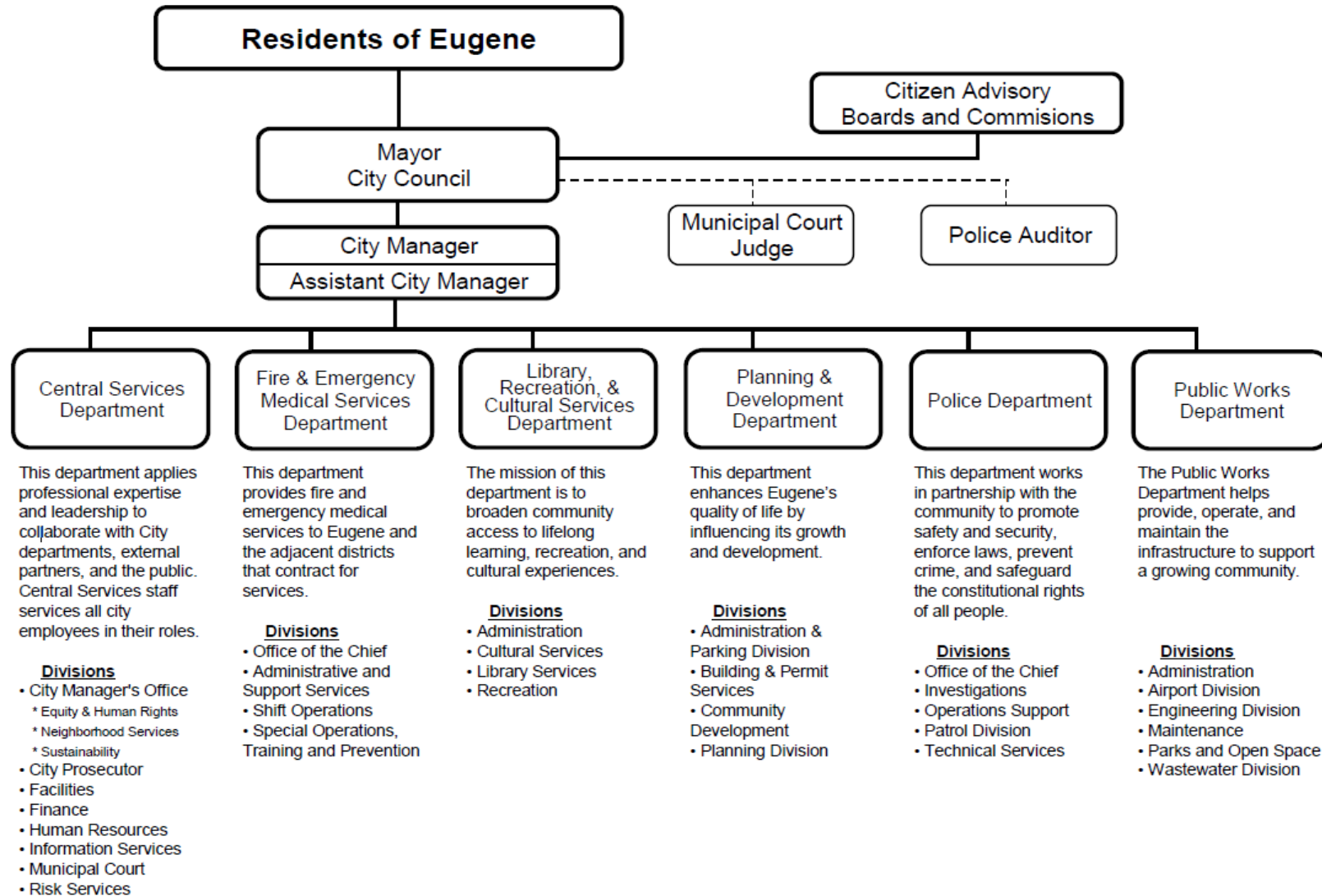
To accomplish these objectives, all employees and volunteers of the City of Eugene shall:

- Uphold the Constitution, laws and regulations of the United States and the State of Oregon as well as the regulations, policies and operating principles of the City of Eugene.
- Understand the public trust held as a result of being a City employee or volunteer and never compromise honesty or integrity for personal gain or advancement.
- Place the long term benefit to the City organization and the public as a whole above other considerations in the performance of work duties.
- Conduct oneself at all times in a manner that reflects positively on the City. Understand that certain kinds of off-work conduct can negatively impact one's standing as a City employee and the reputation of City government.
- Treat members of the public and coworkers with dignity and respect.
- Treat members of the public and coworkers fairly and equally without dispensing special favors to anyone or receiving special privileges from anyone.
- Understand that the appearance of a conflict of interest may be as damaging as an actual conflict of interest, and that both should be avoided in the performance of one's duties. Immediately disclose any conflict of interest should it arise.
- Come to work prepared to do our best.
- Respect and uphold the confidentiality of individuals and work related information when appropriate or required by law.
- Report unlawful or unethical work behavior by another City employee or volunteer to the appropriate management or law enforcement representatives.

We invite you to join us in embracing these values and the others outlined in this employee handbook as you begin your career with the City of Eugene. Working together, we can make your employment experience both personally and professionally rewarding

**City of Eugene**  
**EMPLOYEE HANDBOOK**  
**-ORGANIZATIONAL STRUCTURE-**

**City of Eugene Organizational Chart**





<p style="text-align: center;"><b>City of Eugene</b> <b>EMPLOYEE HANDBOOK</b> <b>- EMPLOYEE INFORMATION-</b></p>
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There are multiple programs, tools and benefits available to you as a City of Eugene employee. This section of the handbook will give you an overview of some of the resources available to you that will help acclimate you to the City. Please review the below information and speak with your supervisor if you have any questions.

#### **CESHARE INTRANET SITE**

The City of Eugene has its own internal intranet site called CeShare. CeShare is a place where City employees can communicate, collaborate, find city-wide information and resources, share documents and have online discussions. CeShare also houses employee resources where you can

- sign up for training,
- look at your paycheck history,
- review policies and handbooks, and
- much, much more!

As a new employee, you are strongly encouraged to spend time familiarizing yourself with the CeShare site and its offerings. CeShare is located behind our server firewall so you will not be able to access it from your internet at home. Use the organization chart on page 6 in coordination with our CeShare sites to familiarize yourself with our organization as a whole.

All departments and divisions have their own CeShare site as well. During your first weeks as a new employee your supervisor will orient you to your department's and division's specific sites, how they are used and what resources you can find on them.

#### **CITY OF EUGENE WEBSITE**

The [City of Eugene external website](#), which is available from anywhere you can access the public internet, houses information you will need during your employment. On this website you will find

- Human Resources (HR) forms and information,
- Employee Benefits enrollment forms and information,
- Union Labor Contracts, and
- Current City of Eugene open positions.

Often, information is linked between CeShare and the City of Eugene Website for convenience of use. It is strongly encouraged to spend time familiarizing yourself with the resources on the City of Eugene Website.

#### **CITY GOVERNMENT**

As an employee of a municipal organization, it is important to understand our government structure and how it relates to your work. We have elected officials, including our Mayor and the City Council, that are responsible for passing laws, setting community goals, adopting policy, and deciding which services the City will provide. The Council meets on a regular basis and works in coordination with the City Manager and the community to govern the City of Eugene. You can learn more about our government structure and boards, commissions, and public meetings at the [Mayor and City Council](#) website.

## **EMERGENCY PROCEDURES**

An Emergency Procedures Guide has been created to aid City of Eugene employees in cases of emergency. In this guide you will find procedures to follow in the case of weather, medical, illegal, or threatening emergencies. To maintain a safe and productive work group it is essential that these policies are understood and followed in the case of an emergency.

## **EMPLOYEE BENEFITS PROGRAM**

### **Employee Benefits**

The City provides a comprehensive package of benefits through the [Risk Services Employee Benefits Program](#). Some of the many benefits offered to employees include:

- Health Plan Coverage
- Life and Disability Benefits
- Retirement Benefits
- Deferred Compensation Program
- Flexible Spending Accounts (FSA)
- Transportation Benefits
- Tobacco Cessation Program

Two additional benefits offered to employees as part of a comprehensive benefits package include an Employee Assistance Program and a Health and Fitness Program.

### **Employee Assistance Program (EAP)**

Employee assistance is offered through [DIRECTION](#), a comprehensive behavioral health and employee assistance service. DIRECTION can help address a broad range of issues including, but not limited to:

- family issues,
- work-related issues,
- stress and anxiety,
- chemical dependency, and
- a full training calendar on a variety of important personal skills.

Records maintained by the EAP regarding personal counseling services provided under the EAP contract are generally confidential and there is no cost for short term counseling. These services are also available to your immediate family members and anyone living in your household.

### **Health and Fitness Program**

The [Employee Health and Fitness Program](#) promotes health and fitness for all City of Eugene employees by offering multiple programs, classes and benefits. Some of the programs you have access to include, but are not limited to:

- multiple on-site fitness facilities,
- fitness classes,
- health and wellness workshops,
- health risk appraisals, and
- employee flu clinics.

Learn more by visiting the Employee Health and Fitness website or contact the [Health & Fitness Director](#) to set up an orientation to receive access to the wellness facilities and programs.

## **EMPLOYEE LEARNING AND DEVELOPMENT PROGRAM AND REQUIRED TRAINING**

The City provides in-house training to meet a variety of personal development and organizational needs and goals. Required courses and a variety of optional courses are offered at no cost to employees and their departments. Individuals who are supervisors, or are hired into specific positions, may have additional training to complete.

Required training for all new employees includes:

- Workplace Harassment
- Working Better Together
- Preventing Workplace Violence
- Communication
- Intro to Hazard Communications & Safety
- An annual equity and human rights training requirement

## **EMPLOYEE SELF SERVICE**

Current City of Eugene employees have access to an Employee Self Service website. The Self Service site is a place where employees can:

- update personal information,
- verify the status of benefits,
- access training history,
- complete or change W-4 information,
- view vacation and sick leave accruals,
- check flexible spending account elections, and
- update personal addresses, phone numbers and emergency contacts.

## **FINANCIAL STEWARDSHIP**

As public employees, we are constantly reminded that we must be good stewards of the public trust, ensuring the resources of our organization are well protected and used efficiently to accomplish the missions of our services. The public sector environment can be quite different from that encountered in a private sector employment situation, with more laws and rules guiding the processes used to make purchase decisions and the expenditure of funds. You should familiarize yourself with the City's policies and practices around making purchases and other financial decisions.

## **NEW EMPLOYEE ONBOARDING (NEO)**

As a new employee, you will be part of the New Employee Onboarding process. During onboarding you will be given the opportunity to learn about the organization as a whole, connect with City of Eugene employees, learn about your employee benefits, complete required training and become knowledgeable regarding policies, procedures and programs available to you.

## **PARKING INFORMATION**

The City of Eugene's [Parking Services Program](#) strives to simplify your parking options for work. While many facilities have free employee parking available, there are a number of offices that are located in the downtown and surrounding areas that do not have free parking for employees. For these employees, monthly and quarterly parking permits, rideshare permits, and carpool permits are available through Diamond Parking Services. For information regarding public transportation see Proximity (Prox) ID Cards.

**PROXIMITY (PROX) ID CARDS**

All City of Eugene employees are issued a Proximity (Prox) ID Card. This card includes your photo and Employee ID Number. This card can be used to enter City buildings, parking areas and other City locations. Each card has specific access rights based on your work location and access needs. If you lose or misplace your Prox ID Card, please inform your supervisor right away. The Prox ID Card also has an LTD City bus pass sticker and can be used to take public transportation at no cost.

**UNION LABOR CONTRACTS**

There are four union groups and a group of non-represented employees that make up the City of Eugene staff. The four union groups include:

- American Federation of State, County and Municipal Employees (AFSCME), Local 1724
- International Association of Fire Fighters (IAFF), Local 851
- International Alliance of Theatrical State Employees, Moving Picture Technicians, Artists and Allied Crafts (IATSE), Local 675
- Eugene Police Employees' Association (EPEA)

If you are employed into one of these four unions, obtaining and reading through your Union Labor Contract is helpful to your success. Union Labor Contracts can be accessed on the [City of Eugene Website](#). If any of the policies and/or procedures in this handbook conflict with information in your Union Labor Contract, the Union Labor Contract takes precedence. If you are employed as a non-represented employee the policies and procedures in this handbook and in the Administrative Policies Manual (APM) are the guiding principles to follow.

**City of Eugene**  
**EMPLOYEE HANDBOOK**  
**-POLICIES AND PROCEDURES-**

All of our jobs contribute to delivering important services to our community. You need to be aware of the responsibilities of being a public employee. The expectations and guidelines for your work may be different than you have encountered with other employers. It is important that you fully understand these expectations and guidelines.

This section of the handbook will give you an overview of some of the critical policies and procedures that all City of Eugene employees are expected to follow. Please review these summaries and also access the Administrative Policy Manual (APM) for complete information and additional resources. Ask questions often of your supervisor, Human Resources staff and Risk Services staff as you encounter uncertainty or need clarification regarding policies and procedures.

We ask you to take this responsibility seriously and look forward to you working with City of Eugene.

**ADMINISTRATION POLICY MANUAL (APM)**

The [Administrative Policy Manual](#) is an online resource that includes all of the City's policies. Within each policy there are links to related procedures, guidelines, laws and regulations.

The APM is separated into 17 sections, each including multiple policies that will contribute to your success as a City of Eugene employee. These sections include:

- |                                    |   |
|------------------------------------|---|
| 1. Non-Discrimination              | 10. Holidays & Vacations                |
| 2. Records & Files                 | 11. Sick Leave & Leaves of Absence      |
| 3. Recruitment & Selection         | 12. Discipline & Grievances             |
| 4. Ethics & Integrity              | 13. Termination of Employment           |
| 5. General Employment              | 14. Lawsuits, Claims, & Insurance       |
| 6. Work Hours, Breaks, & Schedules | 15. Safety & Emergencies                |
| 7. Wage & Salaries                 | 16. Traumatic Incidents                 |
| 8. Position Classification         | 17. Workers' Comp & On-the-Job Injuries |
| 9. Employee Benefits               |   |

While many of the policies are located within this handbook, they are abbreviated versions and the APM includes additional information as well as expanded guidance and instruction. The more you know about the policies and procedures the more you will know about your rights and expectations as an employee of the City of Eugene. If you have questions regarding any of the policies in this handbook or in the APM contact your supervisor, Human Resources staff, and/or Risk Services Staff.

**EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES & AFFIRMATIVE ACTION**

It is the policy of the City of Eugene to treat all applicants and employees without regard to race, religion, creed, color, national origin, gender, gender identity, age, disability, marital or family status, veteran status, sexual orientation, source of income, or any other basis prohibited by local, State, or Federal law, except where there are bona fide occupational requirements. *APM No. 1.1 & 1.2*

## **AMERICANS WITH DISABILITIES ACT**

The City of Eugene complies with the provisions of the Americans with Disabilities Act of 1990 (ADA), the ADA Amendments Act of 2008 (ADAAA), the requirements of Section 504 of the Rehabilitation Act of 1973, and applicable federal, state and local laws that protect individuals with physical and mental disabilities from discrimination in the workplace. The City is committed to being responsive to any requests for accommodation and Human Resources will provide notice to all applicants and employees of the procedures for requesting accommodation; work directly with hiring supervisors to ensure compliance to the ADA; work with supervisors to ensure they are trained on the ADA; and, work with supervisors and/or employees when accommodation needs are requested. *APM No. 1.3*

## **RESPECTFUL WORK ENVIRONMENT**

As a City of Eugene Employee you are expected to maintain a respectful work environment for all employees free from discrimination, harassment, sexual harassment, violence, and other offensive or degrading remarks or conduct. The City prohibits unlawful harassment and/or discrimination and is committed to fair and impartial treatment of all employees, applicants, contractors, volunteers, and agents of the City. It is the responsibility of all employees and agents of the City to treat each other, as well as the public, with courtesy and consideration, to promote an atmosphere of mutual respect and to create a welcoming environment for everyone they come in contact with during the course of their work. *APM No. 1.4*

The City has established complaint processes that address concerns brought forward by employees in regards to discrimination and harassment. If you have any questions or concerns about the Respectful Work Environment policy or Complaint Procedures please share them with your supervisor and/or Human Resources staff for support.

## **EMPLOYEE RECORDS AND PERSONNEL FILES**

Personnel files are created for all employees with the City of Eugene and are maintained in the Human Resources Office. Departments/Divisions may also create and maintain employee files, which may contain duplicates of items in the personnel file and other information that would assist the supervisor in monitoring your performance and in completing annual evaluations.

Access to personnel files is limited to authorized supervisory, management employees, and those clerical employees responsible for maintaining the files. Personnel file information is not released to others without your written consent unless required by a court order.

As a City of Eugene employee, you have the right to review your department/division and official personnel file upon request. You shall receive copies of all information that is placed in your official personnel file. You have the right to attach a statement of rebuttal to any information placed in your personnel file. *APM No. 2.1*

Other employee files that are kept separate from personnel files include: recruitment and selection files, grievance and complaint files, and employee benefits, worker's compensation and medical records containing information documenting an employee's work related medical history. This information is kept separate and accessed appropriately per City guidelines and procedures.

## **DEFINITION OF EMPLOYEES**

As one of the largest employers in Eugene, the City is dedicated to employing individuals into multiple types of positions that fit their needs. Currently the City employs seven types of employees. These include Regular Full-time and Part-time Employees, Job-Share Employees, Temporary Employees, Limited Duration Employees, Student Interns and Work Study Employees. These employees can be hired into Labor Union Represented or Non-Represented positions. *APM No. 3.1*

## **PROBATIONARY PERIOD**

As a new employee, you are required to serve a probationary period. Probationary periods are part of the evaluation period for determining the qualifications of new or promoted employees and employees who have accepted a voluntary demotion or transfer to another classification. Probationary periods vary depending on whether you are a non-represented or union represented employee. Check the APM or the appropriate Union Labor Contract for specifics about your probationary period. *APM No. 3.3*

#### **CONFLICT OF INTEREST / POLITICAL ACTIVITY / GIFT, SPONSORSHIPS, CHARITABLE CONTRIBUTIONS, & MEMBERSHIPS**

All City employees are committed to acting in the interest of the public good. You are expected to demonstrate this by remaining neutral in all activities that may give rise to a real or perceived conflict of interest. One example is that, while on the job, during work hours you may not promote or oppose the nomination or election of a candidate or other official. Another example is that on occasion offers of gifts, discounts, and/or other financial benefits are made available to the City Staff. By accepting these gifts, it may be perceived that you are using your position to obtain monetary assets or are being given gifts as an encouragement to go with a specific vendor or contractor. To prevent these perceptions, the City has strict guidelines and procedures that are located in the APM. If, as an employee, you are unsure if a conflict exists, please speak to your supervisor or another appropriate staff person. *APM No. 4.1, 4.3 & 4.6*

#### **NEPOTISM**

The City prohibits relatives from directly or indirectly supervising one another. The City also prohibits romantic relationships, including dating or cohabitating, between all employees who report directly or indirectly to one another. The City also prohibits other types of personal relationships that, in particular circumstances may create actual performance issues or conflicts of interest. If these situations arise in your work unit please contact your supervisor to handle the problem. Should employees be in this situation, Human Resources and the department/division will work collaboratively to move one of the employees to another position. *APM No. 4.2*

#### **APPEARANCE**

Public relations are an integral part of each City employee's job. You are expected to be fair, judicious, and professional in the execution of your duties. Appropriate workplace attire contributes to a professional work environment. Departments and divisions may establish dress codes specific to job requirements and City services. Check with your supervisor for specifics regarding work attire and expectations. *APM No. 4.4*

#### **OUTSIDE EMPLOYMENT**

If you wish to accept additional employment while working for the City, you must request written permission of your department executive manager. Employment includes all paid employment, on-going self-employment, and volunteer work that may be similar to your paid employment with the City. Outside employment must not detract from the efficiency of, or conflict with your performance or be seen as a conflict of interest. The APM policy has additional information on this policy along with access to the form. *APM No. 4.5*

#### **USE OF CITY EQUIPMENT AND PROPERTY**

As an employee with the City of Eugene you will have access to City equipment, facilities, supplies and other property that are to be used for business purposes only, except for occasional use of office equipment as defined by policy. The City reserves the right to search or inspect City equipment or facilities, such as desks, phone records, files, lockers, computer usage or offices if there is a work-related or administrative purpose. Abuse or misuse of City equipment, facilities, supplies, or other property will be grounds for disciplinary action.

As a City of Eugene employee, all emails and other types of communication produced in your work area are subject to public information request laws. Please work with your supervisor to fully understand the impacts of this responsibility. *APM No. 4.7*

### **SMOKING POLICY**

The use of any lighted smoking instrument or device is strictly prohibited in indoor work areas at all facilities owned, leased, and operated by the City of Eugene, including all motor vehicles and motorized equipment owned, leased, and operated by the City of Eugene.

Individual departments may elect to prohibit oral use of tobacco products (i.e., chewing tobacco) if there is evidence that vehicle and/or facility cleanliness is being adversely effected by the use of such products. Please speak with your supervisor for specific information about designated smoking areas and the use of tobacco products. *APM No. 5.2*

### **EMPLOYEE SUBSTANCE ABUSE POLICY**

It is the goal of the City of Eugene to maintain a workplace free of the impairments of drugs, alcohol, medication or other substances. Employees are prohibited from the unlawful buying, selling, transporting, possessing, and/or providing of drugs; use of alcohol and/or drugs; being under the influence while at work; having a detectable odor of alcohol on the breath; or failure to report limitations or impairments caused by prescribed or over the counter medication.

Violations of the Employee Substance Abuse policy will be handled on a case-by-case basis and may result in discipline up to and including discharge. *APM No. 5.3*

### **VEHICLE USE POLICY**

There are times during your employment that you may need to use a City-Owned Vehicle. City vehicles may be used for City business purposes only. Before being able to operate a City-Owned Vehicle, you must complete the Driving Record Review Form, have an operating Oregon driver's license, and have watched the Class C Operator's Training Video.

All City employees who are required to operate a vehicle are expected to maintain a good driving record. All employees who operate City vehicles will be entered into the State of Oregon Auto Flag System which generates a report anytime there is an action taken on a license that is entered into the system. This system helps make certain that employees who operate City vehicles have a valid and correct classification of license for the vehicle they operate. If you operate City vehicles and have a change in your operator's license status, you must report that change to your supervisor immediately. *APM No. 5.8*

### **REST, BREAK AND MEAL PERIODS**

#### **Rest Periods**

As a City employee, you are entitled to a 15-minute rest period near the midpoint of every 4 hours of work. For a work shift over 2 hours but less than 6 hours, you are entitled to one 15-minute rest period. For a work shift over 6 hours but less than 10 hours, you are entitled to two 15-minute rest periods. For shifts over 10 hours but less than 14 hours, a third 15 minute rest period is required. For specified rest period information please consult your Union Labor Contract.

Rest periods should be taken as nearly as possible in the middle of the work segment. Rest periods must be taken during the appropriate work segment and cannot be added to the meal period, taken at the beginning or end of shift, or "saved" for another time. *APM No. 6.2*

#### **Meal Periods**



You are provided either 30 minutes or 1 hour per meal period for any shift 6 hours or more in length. No meal period is required if the work period is less than 6 hours. This time is unpaid as long as you are relieved of all duties. If you perform any job duties during the meal period, that portion of the meal time must be paid. You are expected to notify your supervisor as soon as possible if this occurs. Meal periods may not be added with rest periods or taken at the beginning or end of the work shift. *APM No. 6.2*

### **Break Time for Nursing Mothers**

An employee needing to express milk for her child 18 months of age or younger will be provided a reasonable amount of break time to express milk as frequently as needed by the nursing mother. The length and frequency of each employee's lactation breaks could vary based on the needs of the individual employee and the location and logistics of the space provided. At minimum, the employee shall be provided with a 30 minute unpaid rest period during each four hour work period, to be taken by the employee approximately in the middle of the work period. *APM No. 6.8*

## **OVERTIME AND COMP TIME**

### **Overtime**

According to State and Federal wage and hour laws, work performed by covered employees in excess of 40 hours per work week constitutes overtime. Covered employees must be compensated in cash or compensatory time off at time and one-half (1 and 1/2) their regular rate of pay. A work week consists of 7 consecutive 24-hour periods, i.e., 168 consecutive hours, designated by the employer. The work week may begin at any particular time of the day and any day of the week. Work weeks for firefighters and police may vary from this requirement.

Because union-represented employees have additional provisions for the payment of overtime in their collective bargaining contracts, the above minimum requirements of the law apply only to employees designated as confidential exempt and temporary employees.

All overtime should be approved by your supervisor before using it. Unapproved overtime can have severe impacts on budgets and work processes. Check with your supervisor on the appropriate way to get overtime approval. *APM No. 6.6*

### **Compensatory Time Accrual Limits**

Compensatory time may not accrue beyond eighty 80 hours (112 hours for 56 hour/shift employees), except in emergency situations and with executive manager approval. When accrual is allowed to exceed eighty 80 hours (112 for 56 hour/shift employees), the employee must use or be paid for the excess accrual within 12 months. Accrued compensatory time is compensable upon termination.

Union Labor Contracts may vary from this policy. The contract language prevails and must be checked for accrual limitations and other stipulations. *APM No. 6.6*

## **TARDINESS, ABSENTEEISM, AND ATTENDANCE**

Attendance is an essential aspect of every position at the City of Eugene. Tardiness and absenteeism adversely affect the efficiency and service level of City departments.

As a City of Eugene Employee, you are expected to adhere to your specified work schedule, report to work on time every scheduled work day, and be at your work station in a fit condition and ready to work at the start of your shift. If unable to report to work at the designated start of your shift, you must follow the appropriate call in and notification procedures set by your work division.

Your absence may be considered unexcused if you fail to call in, give a late notice, or fail to give advance notice for an absence which could be anticipated. Unexcused absences along with excessive tardiness or absences are grounds for disciplinary action.

In the event you are absent for three consecutive work days or more without prior notice or approval and if the City determines that there is not sufficient justification for the lack of notice, then such absence is viewed as job abandonment. *APM No. 6.7*

### **MERIT INCREASES**

You may be considered for a merit increase after 12 months of employment and then every year thereafter. Merit pay increases are based on your satisfactory work performance and should be considered during the annual performance evaluation process. Typically, a 1 step increase is given for a merit pay increase. Supervisors may award you for exceptional or outstanding work performance. Supervisors not awarding a merit pay increase will notify you in writing prior to merit review.

For Merit Increases related to Union Represented Employees, see Appropriate Union Labor Contract. *APM No. 7.4*

### **EMPLOYEE BENEFITS**

The City of Eugene offers employee benefits that include Medical, Dental and Vision Coverage, Life and Long Term Disability Insurance, a Deferred Compensation Program, Retirement Benefits and Flexible Spending Accounts.

As a new employee, you will be given a benefits packet on your first day of work that includes information on benefit enrollment timelines. You will also be notified of the opportunity to learn more about your benefits at a group benefit information session, which is normally held the last Friday of each month.

As a new or newly eligible employee, you will have 60 days from your date of hire to enroll in one of the City's health plans or to opt out of health insurance coverage. If you do not do so, you will be automatically enrolled in employee-only coverage on the City of Eugene's default health plan, and will have two calendar weeks immediately following to enroll eligible dependents in the default health plan. Coverage and applicable payroll deductions will be retroactive to when they would have been effective if you had enrolled during their initial enrollment period. *APM No. 9.1-9.9*

For detailed information about benefits, including a Basic Benefits Package summary, please visit the [Employee Benefits website](#) or contact the Risk Services Employee Benefits Program.

### **PERS/OPSRP Retirement Plan**

Qualifying employees at the City of Eugene are eligible for membership in the Oregon Public Service Retirement Plan (OPSRP) or the Oregon Public Employees Retirement System (PERS).

If you are already a member of OPSRP/PERS and you are hired into a position with the City, you will resume your membership immediately upon hire.

If you are not already a member of OPSRP/PERS when hired, you will become an OPSRP member after six full calendar months of qualifying employment. Membership is effective the first day of the month after completion of the six-month waiting period.

The City contributes 6% of each eligible employee's salary as the employee's contribution to their Individual Account Program. Consult the [PERS website](#) for more information on benefits calculations, retirement ages and other details of the PERS and OPSRP plans. *APM No. 9.6*

## **HOLIDAYS**

The City provides paid time off on recognized holidays. The City recognizes 10 holidays throughout the calendar year. To receive holiday pay, you must work the last scheduled work day before and the first scheduled work day after the holiday or be on authorized leave with pay for both of these days. For a list of City holidays consult your Union Labor Contract or the APM. *APM No. 10.1*

## **VACATION AND SICK LEAVE**

As a City of Eugene Employee, you will accrue vacation and sick leave based on your length of service and percent time of your appointment. Employees accrue time so that they are eligible to take paid time off for vacation and sick time. For leave accrual rates refer to your Union Labor Contract or the APM. *APM No. 10.3 & 11.2*

## **LEAVES OF ABSENCE**

### **Family, Medical, and Parental Leave**

The City provides eligible employees with family, medical, and parental leaves of absence when deemed necessary for circumstances covered under and consistent with Federal and State law. You must provide verbal or written notice to your supervisor within 30 days in which the leave is to begin if the leave is foreseeable. You will need to work with your supervisor to arrange the leave schedule and prepare for your absence. To determine if you qualify for leave under State or Federal law refer to the Family and Medical Leave Guide on the [Employee Benefits website](#). *APM No. 11.1*

### **Leaves of Absence with Pay**

You are eligible for paid leaves of absence to include, but not limited to: vacation, sick leave, military leave, compassionate leave, jury duty, and being a witness in court of law. Requests for leaves of absence must be submitted in the approved manner as designated by your department/division. *APM No. 11.2, 11.4, 11.5, 11.6, & 11.7*

### **Leaves of Absence without Pay (LWOP)**

You may be granted a leave of absence without pay (LWOP) for up to 12 months. Reasons for LWOP include, but are not limited to: illness, educational opportunities, parental responsibilities arising from birth or adoption, and family illness. Leave of absence will not be granted if you have accepted regular on-going employment with another employer.

Leave without pay is normally granted only after you have exhausted all appropriate accrued leave. However, division managers may recommend an exception to exhausting accrued leave before beginning LWOP. All exceptions must be reviewed and approved by Human Resources. *APM No. 11.8*

## **DISCIPLINARY PROCESS**

The City of Eugene believes in holding employees accountable for their conduct and performance and has established a structured corrective action process to improve and prevent recurrences of undesirable behavior and/or performance issues. The progressive discipline process generally proceeds from oral reprimand, written reprimand, suspension, and finally termination. The City reserves the right to skip steps depending on the facts of the situation and severity of misconduct. Other forms of discipline such as demotion or denial of merit may be used when deemed appropriate.

General causes of discipline include, but are not limited to: insubordination, poor performance, excessive absence and/or tardiness, violation of safety policies, offensive conduct, willful disobedience or failure to follow supervisory directive, misuse of City property, and dishonesty.

Disciplinary actions, when directed toward regular, non-probationary employees, are subject to review. Non-represented employees may grieve a disciplinary action under the City's Complaint Policy and Process. Union employees may use the grievance procedures set forth in their contract. *APM No. 12.1, 12.2 & 12.3*

#### **WEAPONS POLICY**

The City of Eugene is committed to providing a safe working environment for all employees, volunteers, and interns. In order to meet this goal, the City prohibits the possession of any dangerous weapon while on duty or at any other time while in a City owned or controlled building, job site, or vehicle. If you have any questions about the intent or application of this policy, contact Human Resources. *APM No. 15.1*

#### **WORKPLACE VIOLENCE**

It is the responsibility of all employees and agents of the City to create and maintain a work environment free of violence. Any act of violence or intimidation, including verbal or physical threats, is strictly prohibited at all times. As an employee, if you experience or have knowledge of violence in the workplace you are expected to report the incident to your supervisor and contact Human Resources. If a report is made of workplace violence, Human Resources will complete a thorough investigation. *APM No. 15.2*

#### **EMPLOYEE SAFETY**

The City of Eugene is committed to providing a safe and healthy workplace for all City employees in compliance with State and Federal safety laws. The City is also committed to having a proactive and effective safety program with support of both management and employees. *APM 15.4*

#### **WORKERS' COMPENSATION**

The City provides Workers' Compensation benefits for eligible employees in accordance with Oregon law through a self-insured program administered by a third party administrator. Benefits include, but are not limited to: medical, temporary disability, permanent disability, and vocational absence. For more information review the Workers Compensation Guide. *APM No. 17.1*

<p style="text-align: center;"><b>City of Eugene</b> <b>EMPLOYEE HANDBOOK</b> <b>-HANDBOOK ACKNOWLEDGEMENT-</b></p>
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**HANDBOOK ACKNOWLEDGEMENT**

I understand that I am responsible for reading this handbook, familiarizing myself with its contents, and adhering to all of the policies and procedures of the City of Eugene, whether set forth in this handbook or elsewhere. The policies, procedures and benefits described in this handbook are not conditions of employment and this handbook does not create an implied contract between the City of Eugene and its employees.

I understand that the City of Eugene reserves the right to modify this handbook, amend or terminate any policies, procedures or employee benefit whether or not described in this handbook at any time, with or without notice. Policies, procedures or employee benefits contained herein were adopted by the City of Eugene on or before May 1<sup>st</sup>, 2012 and supersede previous policy.

I acknowledge that I have read the information within this handbook.

\_\_\_\_\_  
Employee Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

This signed acknowledgement needs to be submitted to the Human Resources office to be placed in the employee's personnel file.